

NATIONAL CREDIT UNION ADMINISTRATION
NCUA Form 5300 for Windows Credit Union Call Report
March 2003 Version 3.A Call Report Check List

1. Computer Requirements	To run the 5300 Call Report program, your computer should have at least 24 MB RAM for Windows 95 and Windows 98 or 32 MB RAM for Windows NT 4.0, Windows 2000, Windows ME or Windows XP with 2 MB hard drive space and Microsoft Internet Explorer 5.5 or higher (6.0). (See **Note below on Internet Explorer)
2. Installing the 5300 Call Report Program	<p>Do not install if the CD appears damaged. Please call the NCUA Customer Service Center at 1-800-827-3255 for a replacement CD or to obtain software support.</p> <p>If your computer's operating system is either Windows 2000 or Windows XP, you may need administrator privileges to install the 5300 Call Report Program. If you do not have administrator privileges, please have your credit union's computer specialist/IT professional install the program for you as the computer's administrator.</p> <p>To install the program, insert the 5300 Call Report CD into the CD drive. After a few seconds the NCUA Installation Menu will appear. Click on the Install Call Report option and follow the prompts until the installation is complete. There are two additional menu options: Install Report of Officials and View Call Report Support Files. The Report of Officials does not need to be installed if you installed the program from the December 2002 CD. We are supplying it again as a convenience. The View Call Report Support Files option is a folder on the CD containing miscellaneous support files your computer may need to run the program including Internet Explorer 5.5. Please contact the NCUA Customer Service Center for assistance.</p> <p>**Note: Although this version of the 5300 Call Report is not an Internet-based program, it relies on some internal code that Microsoft packages with Internet Explorer. You must have Internet Explorer version 5.5 or higher on your computer to run the 5300 Call Report software. If you don't know what version you are currently using, open Internet Explorer and click on Help on the menu bar, and select the "About Internet Explorer" option. If Internet Explorer 5.5 or higher is not installed on your computer or you need to upgrade, we have included Microsoft Internet Explorer version 5.5 on the Call Report CD. If you prefer, you may download the latest version from Microsoft's website. The web address is http://www.microsoft.com. You do not need to install Internet Explorer 5.5 from the CD or download it from Microsoft if version 5.5 or higher is already installed on your computer. To install Internet Explorer 5.5, select the View Call Report Support Files option from the NCUA Installation Menu, and double click the IE55SP2 Setup folder. In the IE55SP2 Setup folder double click the CDSetup.exe file to begin the installation. Follow the prompts until the installation is complete.</p>
3. Getting Started	The installation process will create an icon labeled NCUA Form 5300 on the Windows desktop screen. Double click on the icon to start the program. The program opens to the NCUA Form 5300 Home Page. To begin data input, click on the word " <u>here</u> " in the line which reads: To start or continue a form, click <u>here</u> . In the Open 5300 window's Begin New Form drop down option box, select either the 3/31/2003 5300SF (Short Form) option or the 3/31/2003 option. Credit unions with asset sizes less than \$10 million may complete either the 3/31/2003 5300 form or the 5300SF (Short Form). Credit unions with assets \$10 million and higher and some state chartered credit unions must select the 5300 option. Please contact your state supervisory authority if unsure. The Check Digit and Region input information is located in the cover letter included in the 5300 Call Report package.
4. Saving	To save the data, click File on the menu bar and select the Save option. The program will also prompt you to save upon exiting if any changes were made.
5. Errors and	After entering the Call Report data, review and correct the Errors and Warnings. All Critical Errors

Warnings	must be corrected before creating the Export (Transmission) file or using the eSend to NCUA option. Warnings are only suggestions by the program; although you do not have to correct them, they should be reviewed for accuracy and corrected if necessary. To review the Errors and Warnings, click on Data on the menu bar and select the Show All Errors option. The Form Warnings and Errors window will appear. To display information on each Error or Warning, click on one of the “ED” prefixed items in the box on the left. The information about that Error or Warning will appear in the box on the right.
6. Printing	The Call Report program should print on any Windows-supported printer. To print, click File on the menu bar and select the Print option.
7. Help File	A Help File is available within the program. To access the Help File, click Help on the menu bar and select the Contents option.
9. Send the Data File Using the eSend to NCUA Option OR Creating an Export (Transmission) File	<p>There are two options available to send the completed 5300 Call Report data file to the credit union’s examiner/designated state contact: either use the eSend to NCUA option or create a transmission file on the enclosed data disk. The eSend to NCUA is available to all Federal Credit Unions and those State Chartered Credit Unions whose Regulator elected to participate. The eSend to NCUA option works by creating a secure connection to the NCUA Web server, which then forwards the data file to the credit union’s examiner/designated state contact. Access to the Internet is required to use the eSend to NCUA option. Credit unions without Internet access should create an Export (Transmission) file on the 5300 Data Disk and mail the disk to their examiner/designated contact using the white cardboard mailer. Both the 5300 Data Disk and the white cardboard mailer are enclosed in the Call Report Package. If you use the eSend to NCUA Option, you do not need to create and mail the disk containing the Export file.</p> <p><u>Using the eSend to NCUA Option:</u></p> <p>Prior to using the eSend to NCUA option, ensure your computer is connected to the Internet either by a network connection or a dial-up modem. If using a dial-up modem, first connect to the credit union’s Internet Service Provider (for example America Online, EarthLink, etc.) then go to the NCUA 5300 program and open the credit union’s 5300 Call Report. To send the 5300 Call Report to the credit union’s examiner/ designated contact, click Data on the menu bar and select the eSend to NCUA option. The eSend to NCUA option will be “grayed out” if the 5300 Call Report contains Critical Errors. After clicking on the eSend to NCUA option, the Preparing to Upload Data window will appear. In the Upload Data window’s input box, type in your Authentication Key. The Authentication Key is listed in the cover letter included in the 5300 Call Report package. Upon successfully transmitting the Export file, the name of the credit union’s designated contact will appear in the eSend Data window. Please check the messages in the eSend Data window to ensure the transmission was successful.</p> <p><u>Using the Create an Export (Diskette) File Option:</u></p> <p>Use the enclosed 5300 Data Disk or any blank formatted 3½-inch diskette for creating the Export file. Insert the 5300 Data Disk into the computer’s floppy drive, click Data on the menu bar and select the Export option. A “grayed out” Export option indicates there are still Critical Errors that need to be corrected. The Export option will open a Save window. In the “Save in” dropdown box, select the drive letter that corresponds to the computer’s floppy drive and click on the Save button. Check the 5300 Data Disk before mailing it to ensure the disk contains the Export file. The Export file will be named 5300Data-#####.XML. The # symbols in the file name will be replaced with the credit union's charter number.</p>